



*"People
helping people
help
themselves"*

Mitchell E. Daniels, Jr., Governor
State of Indiana
Division of Disability & Rehabilitative Services
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BDDS New Provider Enrollment Process

The new provider enrollment process begins when a prospective provider attends the required pre-certification orientation session. The Bureau of Developmental Disabilities Services (BDDS), Division of Disability & Rehabilitative Services (DDRS), conducts pre-certification orientation sessions four (4) times per year for all provider types.

If, after attending the all-day orientation session, a prospective provider decides to pursue certification, a provider evaluation is required. An applicant must achieve an 80% or higher score on this multiple choice questionnaire in order to qualify and submit a full application and a formal proposal. If an applicant receives less than 80% on the provider evaluation, an appointment with BDDS Provider Relations is required in order to retest. Upon passing the evaluation, the application and formal proposal must be received within 30-days of the attended orientation (late applications are not accepted and the prospective provider must re-apply).

Once applications/proposals are received, BDDS Provider Relations may have follow-up questions or request additional information. The prospective provider has 30-days to respond to all requests. If no response is received within this timeframe, the application/proposal will be considered a voluntary withdrawal. The prospective provider may submit a new application/proposal within the timeframe following the next New Provider Orientation.

When the prospective provider meets all state requirements, the Bureau of Developmental Disabilities (BDDS) submits recommendations to the Community Residential Facilities Council (CRFC). The prospective provider of Residential and/or Behavior Support Services will be required to have an oral interview/presentation with CRFC. If the prospective provider is denied, CRFC will notify them. Upon approval, BDDS Provider Relations will present the new provider with contact information for Electronic Data Systems (EDS), Indiana's Medicaid Fiscal Intermediary, to enroll as a Medicaid provider. Once a provider is enrolled, EDS notifies the Bureau of Developmental Disabilities (BDDS) and the provider is added to the active provider data base. The provider is encouraged to contact Indiana Professional Management Group (IPMG), the division's case management entity to register for INsync, the provider web-based tool provided by IPMG.

This DDRS provider enrollment process is applicable for the following services:

- Adult Day Service
- Adult Foster Care
- Applied Behavior Analysis
- Behavioral Support Services / Behavioral Management
- Community Transition Services
- Day Services, Environmental Modifications
- Family and Caregiver Training Services
- Music Therapy
- Occupational Therapy Services
- Personal Emergency Response System Supports
- Physical Therapy Services
- Recreational Therapy Services
- Rent and Food for Unrelated Live-in Caregiver Supports
- Residential Habilitation and Support Services
- Respite Care Services
- Specialized Medical Equipment and Supplies
- Speech-Language Therapy Services
- Therapy Services